

APPENDIX A.
SIMILAR ASSET/ESTIMATED FMV WORKSHEET

INSTRUCTIONS

The Similar Asset/Estimated FMV Worksheet is used to document the estimated acquisition cost and acquisition date for capital assets lacking proper source documentation. This worksheet, when properly completed, serves as a substitute for original acquisition documentation and should be used when all attempts to locate actual documentation have been exhausted.

Section A (Capital Asset General Information):

This information is required to accurately identify the asset. This information should be obtained through physical examination, observation, and inquiries with using personnel.

Section B (Similar Asset Comparison):

This section allows the activity to estimate the acquisition cost and useful life of the capital asset. It is important that every effort is made to ensure that the similar asset is a close match.

Once a similar asset is found, source documentation, if available, should be obtained to substantiate acquisition cost and date.

If a similar asset cannot be located, Step 2 of Section C should be completed.

Section C (Determine Acquisition Cost):

If copies of the source documentation of the similar asset are available, record the acquisition cost in Step 1. Include Other Costs (installation, site prep, training, etc.) if known or listed on the similar asset source documentation.

If a similar asset cannot be located, estimate the fair market value of the asset by using other sources of pricing information (e.g., FEDLOG, GSA acquisition schedules, vendor quotes). Obtaining this information may require consultation with other activity personnel (e.g. Resource Management, Contracting, Materiel Management).

Document the source of the estimated fair market value information and record the value amount in Step 3 of this section.

Section D (Determine Acquisition Date):

If source documentation for the similar asset was available, record the acquisition date on the lines listed in Step 2.

If source documentation could not be obtained for the similar asset, the acquisition date will be determined by judgmentally selecting the most appropriate date from Step 2.

Section E (Documentation Requirements):

File this worksheet and all supporting documentation in accordance with SB 8-75-11, Chapter 5. The file is maintained until the asset is disposed. The file must accompany the equipment upon transfer or turn-in.

Certification:

The PBO will sign and date this form to certify the accuracy of this information.

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A. Capital Asset General Information

UIC/Activity Name: _____

Location: _____

Hand Receipt/Customer: _____

Document Number: _____

Nomenclature: _____

Stock Number/Item ID: _____

Serial Number: _____

Manufacturer: _____

MMCN/ECN: _____

Method of Acquisition:

Local Purchase _____ Requisition _____ Transfer _____ Donated _____ Found _____

B. Similar Asset Comparison:

Location of similar asset: _____

Activity owning similar asset: _____

Similar asset comparison:

	Capital Asset	Similar Asset
Nomenclature:	_____	_____
Stock Number/Item ID:	_____	_____
Serial Number:	_____	_____
Manufacturer:	_____	_____
Model:	_____	_____
Model Year:	_____	_____

Description of _____
 Function: _____

 Acquisition Cost: _____

 Receipt Date: _____

C. Determine Acquisition Cost:

1. If the assets are similar, obtain copies of the acquisition documentation for the similar asset and attach to this form. Record the following information below:

Acquisition Cost: _____
 Other Costs: _____
 Total: _____

2. If a similar asset cannot be located, estimate the fair market value for the capital asset as of the date acquired. Use one or more of the following sources in determining a fair market value:

Source	Company	Contract #	Acq. Cost	Date
FEDLOG Price	FEDLOG	N/A	_____	_____
GSA Schedule Price	_____	_____	_____	_____
Vendor Quote:	_____	_____	_____	_____

3. Record the following information below:

Estimated FMV: _____
 Other Costs: _____
 Total: _____

D. Determine Acquisition Date

1. If similar assets are found, obtain copies of the acquisition documents for the similar asset. Record the information below.

2. If source documentation is not available, obtain the acquisition date in the following order:

	Document #	Date
Source Document	_____	_____
Transfer Date on DD Form 1149/DA Form 3161 for transfers	_____	_____
Shipping Date	_____	_____

Inspection Date	_____	_____
Date Found	_____	_____
Determined Acquisition Date	_____	_____

E. Documentation Requirements

File this document as the original source documentation in accordance with SB 8-75-11, Chapter 5. The following documentation should be included:

	Similar Asset	
Procurement Documentation	Invoice	Receiving Report
	FMV Research	
Printout of FEDLOG Entry	Copy of relevant GSA Schedule	Copy of vendor quote
	Acquisition date	
Transfer Document	Shipping Invoice	Inspection work order
		Copy of physical inventory

CERTIFICATION:

I certify that the capital asset information recorded above is accurate to the best of my knowledge.

_____	_____	_____	_____
Name	Activity	Signature	Date